

# Examination Invigilator

## Rickmansworth School

### About the role

<b>Location:</b>	Croxley Green, Rickmansworth
<b>Contract type:</b>	Casual contract morning slots
<b>Salary:</b>	£12.50 p/h plus Holiday Pay (12.07%)
<b>Start Date:</b>	Easter

We are seeking invigilators to join our team for both internal and public examinations throughout the year.

**Main Purpose of Role:** Invigilators ensure the integrity and security of examinations by following the Joint Council for Qualifications regulations.

#### Key Requirements:

- Understanding of the formality and importance of examinations
- Strong attention to detail
- Good timekeeping, flexibility, and the ability to stay calm and logical
- Ability to work independently and as part of a team, taking direction from the Examinations Officer

**Flexibility:** The role offers flexibility, with morning and afternoon sessions available between 07:30 and 17:00, making it ideal for casual work around other commitments.

**Additional Information:** You will work with an experienced team. No prior invigilation experience is required, as training will be provided. An understanding of examination rules and regulations is essential. Tasks include preparing rooms, distributing papers and stationery, advising candidates, monitoring the exam to ensure regulations are followed, collecting scripts, and tidying the room for the next session.

Rickmansworth School is an outstanding, highly sought-after 11-18 co-educational academy, consistently achieving excellent academic results. We provide a nurturing and dynamic environment for 1575 ambitious young people. Our strong academic track record at both GCSE and A-Level ensures that the vast majority of our students go on to their first-choice universities.

Further information is available from our website - <https://www.rickmansworth.herts.sch.uk>

We encourage potential candidates to contact Rickmansworth School for an informal discussion about the role or to arrange a visit to the School, please contact the School on 01923 773296 or email [applications@rickmansworth.herts.sch.uk](mailto:applications@rickmansworth.herts.sch.uk).

We are committed to safeguarding and promoting the welfare of children and are an equal opportunities employer who has a zero tolerance to bullying and all types of harassment. Applicants must declare any

criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.

### **Applications Process**

**Deadline for applications:** 08:00 Monday 02 March 2026

**Interviews:** TBC

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserved the right to close the advert early.

Due to the volume of application we receive if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

### **Selection Process:**

We are required for only shortlisted candidates to conduct online searches about an applicant as part of our shortlisting process in accordance with Keeping Children Safe in Education guidance 2024 in order to identify any incidents or concerns which are publicly available online. On signing the declaration on application you will be agreeing to the acknowledgement that such searches will be conducted as part of the shortlisting process.

Shortlisted candidates will be invited to the school for an interview with a member of SLT and the Examinations Officer. There will also be a tour of the school estate and this may be conducted by other members of the school community.